



Government Event Application Form

If completing electronically, please save this form to your computer before typing. Once complete, click "save" again.

CONTACT

Contact Name: _____ **Phone Number(s):** _____

(Name of person responsible for supervising the event during setup, breakdown, clean up, and duration of event)

Email: _____

Address: _____
(street, city st, zip)

Secondary Contact: _____ **Phone Number(s):** _____

(In the event primary contact cannot be reached)

Email: _____

EVENT

Event Name: _____

(i.e. Smith Wedding)

Requested Date: _____ **Anticipated Number of People:** _____

Event Start Time: _____ **Event End Time:** _____

Food and Beverage:

Please note: Chartwells Capitol Dining holds the food service provider contract and is the only caterer to service events in the East Senate Conference Center. No catering services are permitted in the White Memorial Chapel. All other event spaces must use an approved caterer.

Catering: ☐ Yes

☐ No

Name of Caterer: _____

Information about dining services and approved caterers may be viewed at www.utahstatecapitol.utah.gov under "Dining".

EVENT SPACE

	Space	Standard Setup
Capitol	<input type="checkbox"/> Room 105 <input type="checkbox"/> Room 160 <input type="checkbox"/> Room 170 <input type="checkbox"/> Room 210 <input type="checkbox"/> Room 250 <input type="checkbox"/> Board Room	Fixed board table, 16 chairs around table Fixed board table, 10 chairs around table Fixed board table, 14 chairs around table Fixed board table, 12 chairs around table 16 behind dais, 50 in audience Fixed board table, 20 chairs around table, 40 chairs around perimeter of room
	<input type="checkbox"/> Hall of Governors <input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Rotunda	No equipment provided, rentals available 12 square tables, 22 chairs around table No equipment provided, rentals available
East Senate Building	<input type="checkbox"/> Aspen Room <input type="checkbox"/> Beehive Room <input type="checkbox"/> Copper Room <input type="checkbox"/> Kletting Room <input type="checkbox"/> Olmstead Room <input type="checkbox"/> Seagull Room <input type="checkbox"/> State Room	12 rectangular tables, 46 chairs around tables 7 rectangular tables, 25 chairs around tables 12 rectangular tables, 48 chairs around tables Fixed board table, 20 chairs around table Fixed board table, 22 chairs around tables 7 rectangular tables, 25 chairs around tables 45 tables, 225 chairs seated at tables
	<input type="checkbox"/> Auditorium Conference <input type="checkbox"/> Room B110 Conference <input type="checkbox"/> Room 1112	100 chairs in rows, auditorium style 10 rectangular tables, 30 chairs 6 rectangular tables, 24 chairs
State Office Building	<input type="checkbox"/> East Plaza <input type="checkbox"/> North Plaza <input type="checkbox"/> West Plaza <input type="checkbox"/> White Memorial Chapel	No equipment provided, rentals available No equipment provided, rentals available No equipment provided, rentals available No equipment provided

EQUIPMENT

Please select the equipment needed for your event. Equipment rentals vary according to availability and room size and are available for indoor use only. Please be sure to submit the corresponding layout diagram for your event, indicating equipment requests and placement. Individual room diagrams may be downloaded from <http://utahstatecapitol.utah.gov/index.php/scheduling/roominformation>.

All diagrams should be emailed to capitolscheduling@utah.gov or faxed to 801.538.3221 no later than one week prior to the event. Please coordinate your setup and breakdown times with the Capitol Preservation Board (CPB) office.

Equipment		
Equipment Name	Quantity Available	Quantity Requested
4X8 Riser	4	
Table Pedestal Round 42" & 20"	10	
Extension Cord	8	
Flag Set (State & Federal)	2	
Garbage Can	8	
Gold Chiavari Chair	160	
Gold Easel	8	
Grand Piano (available in Rotunda only)	1	
Indoor Podium w/ Mic	2	
Indoor Podium w/o Mic	1	
Microphone Stand	2	
Outdoor Podium w/ Mic	1	
P.A. System (during business hours only)	1	
Polycom Phone	2	
Power Strip	6	
6' Rectangle Banquet Table	32	
6' Round Table	50	
Stanchions (set of two)	20	
Upright Piano	2	
White Folding Chair	600	

_____ **Initial**

INSURANCE TILE REPLACEMENT PROJECT AND RENTAL OF THE ROTUNDA:

There is currently an on-going insurance project to replace the floor tile in the Capitol. In renting the Rotunda, you acknowledge the following:

- With your rental of the Rotunda, visible construction on upper Capitol levels is not considered a disruption to your event, as the space you are renting applies to the center of the 2nd floor.
- Construction sites are subject to change. The CPB will keep you as up-to-date as possible, but cannot make any guarantees as to the location and progress of this project on other floors.

_____ **Initial**

RULES

As Sponsor / Event Host, I Acknowledge:

- No event may disrupt or interfere with any “Official State of Utah business”.
- Levels of audible sound generated by a group or an individual, indoors or in the North Plaza, shall not exceed 85 decibels. Other outdoor spaces must follow the city noise ordinances.
- Consumption, distribution, or open storage of alcohol is prohibited.
- Open flames, flammable fluids, candles with flames, burning incense, smoke, fog machines, disseminating dust, powder, glitter or confetti, and explosives are prohibited.
- A gelled alcohol food warming fuel used for food preparation or warming (catering sterno) is allowed.
- Balloons are not allowed inside the Capitol building.
- No weighted loads of any kind are to be rolled across the glass floor of the Rotunda.
- All events held in CPB-managed spaces must use a caterer from the “Approved Catering List”, found on the CPB website.
- No adhesive material, wire, nails, or fasteners of any kind may be used inside of any building on the Capitol Hill Complex, including but not limited to hand railings, doors, pillars, bannisters, etc.
- Signs, posters, decorations, displays, or other media shall be in compliance with the state law regarding pornographic and harmful materials.
- No posting or affixing of placards, banners, or signs to any part of any building or on the grounds.

_____ **Initial**

I understand, that among the other requirements of the Rules, I:

- am responsible for damages incurred as a result of the event and will pay to have the area used restored if damage occurs;
- understand the reservation is not transferable. The purpose, time and place and other conditions of the reservation may not be changed without advance written consent of the CPB office. The CPB office may revoke the reservation for violation of law, violation of facility rules, or if the safety or health of persons is threatened;
- understand all changes to the event set-up on the diagram must be submitted no later than 48 hours prior to the event. If changes are made at least 48 hours in advance, a new event diagram must be submitted.

R131-2-6

(12) Enforcement of Rules.

- (a) **If any person or group is found to be in violation of any of the applicable laws and rules, a law enforcement officer or state capitol security officer may issue a warning to cease and desist from any non-complying acts. If the law enforcement or security officer observes a non-compliant act after a warning, the officer may take disciplinary action including citations, fines, cancellations of event or activity, or removal from the Capitol Hill Complex.**

A complete list of the above-summarized rules can be found at utahstatecapitol.utah.gov under: [Capitol Hill Complex Facility Use](#), [Fee Schedule](#), and [Commercial Solicitations Rules](#) as relating to the venue.

_____ **Initial**

SIGNATURE

By signing this document, I state that I have read and understand all the rules and regulations that apply to my rental of space at the Utah State Capitol Complex.

(The Capitol Preservation Board will not accept any unsigned applications)

Signature of Applicant: _____ Date: _____

Name (please print): _____

**Capitol Preservation Board Office
350 North State Street
120 State Capitol
Salt Lake City, Utah 84114
Phone: 801-410-0011
Fax: 801-538-3221
Email: capitolscheduling@utah.gov**